



**FREDERICK COUNTY HOUSING INITIATIVE FUND
DEFERRED LOAN PROGRAM APPLICATION
FISCAL YEARS 2014-2015**

Program funding is based on funding availability on a first come first serve basis. For further information, contact Jennifer Short at 301-600-3530, or email at jshort@frederickcountymd.gov.

Submit application to:
Frederick County Department of Housing and Community Development
5340 Spectrum Drive, Suite A
Frederick, Maryland 21703
ATTN: Jennifer Short, Director
jshort@frederickcountymd.gov
301-600-3530
www.frederickcountymd.gov

SUMMARY INSTRUCTIONS

APPLICATION COMPLETION

- Be sure the application is filled out completely in accordance with the application instructions and that all attachments are current. Label the attachments as they appear on the application checklist (i.e.; A.1, A.2, etc.).
- Supply an accurate, up to date timeline from project beginning to end.
- Complete the Project Budget making sure to total across and down, and checking accuracy of totals. Write the budget narrative to back up the Project Budget in the same order as the budget line items.
- Complete the Leveraging Table (B-3). Do not check that funds are “committed” unless a commitment letter is attached. If no commitment letter, explain and/or provide other documentation such as a copy of the application for state or federal funding.
- Provide evidence of commitment for long-term use of affordable housing – minimum 15 years for ownership units and 25 years for rental units. For example, deed restriction or covenants that will be part of public funding.
- Organizational documents (Bylaws, Articles of Incorporation, Articles of Organization, etc.) do not need to be supplied again if previously provided.
- Digital pictures or site plans are required with each application. Upon completion, digital pictures of completed project are required.

APPLICATION REVIEW BY STAFF

- Staff will review application for completeness (not content) and notify applicant of any missing documents within five business days from receipt of application.
- Applicant will supply any missing documents within ten (10) days from notification by staff.

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1. Applicant:
2. Address:
3. Executive Director:
4. Contact Name:
5. Contact Phone and Fax:
6. Contact Email:
7. Organization Type:
 - ☐ Non Profit or not for profit
 - ☐ Government Agency
 - ☐ Public Housing Authority
 - ☐ Profit motivated entity actively involved in development of affordable housing
8. Project Name:
9. Project Address or Location:
10. Project Type: ☐ New Construction ☐ Acquisition ☐ Rehabilitation ☐ Preservation
11. Type of Completed Project: ☐ Rental ☐ Homeownership
12. Brief Project Summary:
13. Amount of Deferred Loan Program Funding Requested:
14. Total number of units in the project:
Explanation: Units are dwelling units (such as single family homes, townhouses, or condominiums); unless Single Room Occupancy facility, group home, or shelter, etc., in which case a bed would be counted as a unit.

A. PROJECT DESCRIPTION

1. Project narrative - Describe your project in no more than two pages. (**Attachment A.1.**)

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2. Current status of project: Site owned? ☐ Yes ☐ No
- a. If yes, date of acquisition.
- b. If no, anticipated settlement date.
- Attach site control document. (**Attachment A.2.**)
- c. If new construction, has construction begun? ☐ Yes ☐ No ☐ N/A
- For a new construction project attach a copy of the site plan and/or architectural drawings. For a rehabilitation project attach before photographs. (**Attachment A.3.**)
3. Project timeline - List activities involved in developing and implementing the proposed project (for example, site acquisition, construction schedule (if applicable), obtaining permits, supervision of rehab or construction, acquisition of materials, the qualifying of eligible applicants, the sale of developed lots, etc.). Submit a table or spreadsheet. (**Attachment A.4.**)
4. Evidence of commitment for long term use as affordable housing – minimum of 15 years for ownership units and 25 years for rental units. For example, deed restriction, covenants. (**Attachment A.5.**)

B. PROJECT BUDGET.

1. Budget Summary

ITEMS	DLP	Other Sources (see #3 below)	Total Project Budget
Land Costs			
Permits and Fees			
Construction			
Architect/Design			
Engineering			
Legal			
Materials & Supplies			
Equipment			
Other			
TOTAL			

2. Budget narrative – Write the budget justification in the same order as the line items. Explain fully where you got the figures for the budget summary (above). (**Attachment B.2.**)
3. Leveraging- The project must leverage a minimum of 5-1 from funding and in-kind sources, for example, donated labor or material. Provide commitment letters for funding and fair market value commitment of in-kind sources. For uncommitted funding provide the application for other funding source (i.e. state, federal, or foundation grant/loan) or in-kind source. (**Attachment B.3.**)

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#	Other Sources	Amount	Committed?	If no, anticipated date of award
a			<input type="checkbox"/> Yes <input type="checkbox"/> No	
b			<input type="checkbox"/> Yes <input type="checkbox"/> No	
c			<input type="checkbox"/> Yes <input type="checkbox"/> No	
d			<input type="checkbox"/> Yes <input type="checkbox"/> No	
e			<input type="checkbox"/> Yes <input type="checkbox"/> No	
f			<input type="checkbox"/> Yes <input type="checkbox"/> No	
g			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Attach additional sheet if necessary.

C. PRIORITY POINTS Preference may be given, as described in the Fact Sheet, in competitive rounds.

- Of the DLP funded units, the following number will be available to households at or below 50% of HUD Median Income. Provide documentation, such as copy of regulatory agreement, federal or state funding application requirements, etc., of the indicated income limits. (**Attachment C.1.**)

Total DLP funded units	Number of Units at 50% or Below Median Income	
	30%-50%	Below 30%

- Project is located within walking distance to public transportation/employment. ☐ Yes ☐ No
- Cost per unit: _____ (total project cost/total number of units)
- Ratio leverage of total cost:

Total project cost: \$ _____ divided by DLP funds \$ _____ = percentage ratio _____

D. ORGANIZATIONAL DOCUMENTS (if already submitted, do not re-submit)

- Indicate applicant entity's legal status.
 - ☐ Corporation ☐ Limited Liability Company
 - ☐ Limited Partnership
 - ☐ Other _____
- Provide organizational documents:
 - ☐ Bylaws ☐ Articles of Incorporation
 - ☐ Articles of Organization
 - ☐ Other _____

OR certify in Section E. 4. that the Organizational Documents have previously been submitted.

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E. AUTHORIZATION/RELEASE/CERTIFICATIONS

To the best of my knowledge and belief, all information and data in this application and attachments are true and correct. No material has been omitted, including financial information. If funded, I certify that the applicant is willing and able to adhere to policies and procedures specified by DHCD. Further, I understand that this is not an agreement for grant funding and cannot encumber funds until DHCD issues a commitment letter and/or the individual authorized to execute agreements on behalf of the applicant has signed the agreement.

I authorize DHCD to request information from entities identified in this application and attachments, and I authorize those entities to provide information to DHCD to facilitate verification of information related to this application. I am aware that any misrepresentation will result in the forfeiture of my right to be eligible for the DLP and possible legal action.

Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et. seq. of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of DHCD, and participating mortgage lenders (if applicable), for purposes directly connected with administration of the loan and the loan program. Such information is not routinely shared with state, federal or local government agencies, but would be made available to the extent consistent with the Maryland Public Information Act. You have the right to inspect, amend or correct personal records in accordance with the Maryland Public Information Act.

Certifications

1. This is to certify that the project will serve households earning 70% or less of the HUD Area Median Income.
2. This is to certify that the project will comply with County, municipality, land use, zoning, and Adequate Public Facilities Ordinance requirements (as applicable).
3. This project is a portion of a larger undertaking: ☐ Yes ☐ No
This is to certify that if this project is a portion of a larger undertaking, the applicant will provide project residents equal access to all amenities and common areas within the larger undertaking. In addition, units in the project must have amenities that are comparable to those in the unit(s) available in the rest of the undertaking.
4. _____ Initial if your organizational documents (see Section D.) are on record from a previous round and no changes have been made.

Authorized Signature (sign in blue ink)

Witness/Attest

Type Authorized Signature

Type Name

Title

Date

Date